

Appointments to the Board of the Crawford Art Gallery

Closing Date: 3pm on the 14th October 2016

**State Boards Division
Public Appointments Service
Chapter House, 26 – 30 Abbey Street Upper, Dublin 1**

Telephone Number: 353 1 858 7441

Email: info@stateboards.ie

stateboards.ie operates under the auspices of the Public Appointments Service and is committed to a policy of equal opportunity.

The Public Appointments Service (PAS), established under statute in 2004, provides an independent shared service in recruitment, assessment and selection to organisations across the Civil and Public Services. On 30 September 2014, the Government decided that the PAS should also be given responsibility for putting in place an open, accessible, rigorous and transparent system to support Ministers in making appointments to State Boards. Our dedicated website, www.stateboards.ie, is the channel through which the PAS advertises vacancies on State Boards. It is also the means through which accomplished, experienced and qualified people, including people who might not previously have been identified as available for appointment, can then apply to be considered for particular vacancies.

Membership of State Boards

High standards of corporate governance in all State Agencies, whether in the commercial or non-commercial sphere, are critical to ensuring a positive contribution to the State's overall social and economic development.

Members of State Boards are appointed to act on behalf of the citizen to oversee the running of the affairs of state bodies. State bodies must serve the interests of the taxpayer, pursue value for money in their endeavours (including managing risk appropriately), and act transparently as public entities. Members of State Boards, and the relevant management team, are accountable for the proper management of the organisation.

Board members should act on a fully informed basis, in good faith, with due diligence and care, and in the best interest of the State body, subject to the objectives set by Government. In that regard and in accordance with 13.2 of the Guidelines on Appointments to State Boards, "it is advisable that no member of a State Board should serve more than two full terms of appointment or should hold appointments to more than two State Boards."

In addition, the Crawford Art Gallery Cork operates as a company limited by guarantee subject to its Memorandum and Articles of Association.

The [Revised Code of Practice for the Governance of State Bodies 2016](#) provides a framework for the application of best practice in corporate governance by both commercial and non-commercial State bodies.

In order to be an effective contributor on a State Board it is recommended that members should:

- bring independent and objective scrutiny to the oversight of the organisation;
- be prepared to be challenging when necessary while being supportive to the delivery of organisational strategy and objectives;
- be equipped to offer considered advice on the basis of sound judgement and experience;
- be prepared to make a time commitment to their work commensurate with their role.

Appointments to the Board of the Crawford Art Gallery

| | |
|-----------------------------|--|
| Location: | Cork |
| Number of Vacancies: | 8 |
| Remuneration: | Nil. Travel expenses will be paid at the appropriate civil service rate. |
| Time Requirements: | 6 meetings per annum, Meetings normally last from 1.5-3 hours. There are currently three sub-committees: A Finance and Legal Committee, an Audit Committee and an Artistic Policy Committee. The sub-committees would also meet up to 6 times per annum, usually a week before the main Board meeting. |

1. Background

The Crawford Art Gallery, a National Cultural Institution and regional art museum for Munster, is dedicated to the visual arts, both historic and contemporary. Located in the heart of Cork City, beside the Opera House, the Gallery is a critical part of Ireland's cultural and tourism infrastructure, welcoming over 200,000 visitors a year.

The Gallery's permanent collection comprises over 2000 works, ranging from eighteenth century Irish and European painting and sculpture, through to contemporary video installations. At the heart of the collection is a collection of Greek and Roman sculpture casts, brought to Cork in 1818 from the Vatican Museum in Rome. The collection is particularly strong in Irish art of the nineteenth and early twentieth centuries. Through its temporary exhibitions, publications and education programmes, the Crawford Gallery is committed to fostering recognition, critical assessment, and acknowledgement of historical and contemporary art practice.

2. Functions of the Board

The Board consists of 12 members including a Chairperson.

The Board is collectively responsible for promoting the success of the Gallery by leading and directing its activities. It provides strategic guidance to the Gallery, and monitors the activities and effectiveness of management. Board members should act on a fully informed basis, in good faith, with due diligence and care, and in the best interest of the State body, subject to the objectives set by Government. The Board delegates responsibility to the executive to direct and manage the day to day business of the organisation.

The current composition of the Board is:

| Names | Appointed | Appointed to | Board Member |
|----------------------|------------|--------------|--------------|
| John Bowen | 06/12/2006 | 04/06/2016 | Chairperson |
| Cllr. Susan McCarthy | 06/01/2016 | 05/01/2021 | |
| Cllr. Mary Hegarty | 06/01/2016 | 05/01/2021 | |
| Tim Brosnan | 03/02/2016 | 02/02/2021 | |
| Anne Doherty | 19/09/2014 | 19/09/2019 | |

3. Person Specification

The Minister for Arts, Heritage, Regional, Rural and Gaeltacht Affairs is seeking to appoint 8 suitably qualified candidates to sit on the Board of the Crawford Art Gallery. In order to ensure a mix of complementary skills and experience the Minister may choose to appoint from any or all of the profiles listed. The Minister welcomes applications representative of the diversity of the Irish population, particularly reflecting gender, geography and cultural interests.

Chair

The Minister intends to appoint, from among the ordinary Members of the Board, both those appointed under this process and existing members, a Chairperson of the Board. Applicants are invited to express an interest in this additional role and detail in their cover letter the additional skills and experience they would bring to it.

In addition to meeting the requirements for selection as an ordinary Member of the Board under one or more of the profiles below, candidates must have one or more of the following

- Previous experience of board membership
- Demonstrable experience of corporate governance
- Demonstrable experience of leadership, for example through a position of responsibility, including in the voluntary sector
- Expertise in more than one of the profiles below.

Ordinary Member

(a) Professional or Academic

Candidates must have significant relevant professional or academic experience in: art, heritage or culture.

(b) Business Experience

Candidates must have extensive business experience in one or more of the following areas

- Corporate governance and risk management
- Finance/accountancy, preferably including experience on an audit committee and/or as a company secretary
- Business management experience including HR, industrial relations management and/or procurement and compliance
- Law, specifically practical legal experience which would be of benefit to the board.

It is desirable, for both profiles, that part or all of the candidate's experience be in an area which would lead to familiarity with the work of the Crawford Art Gallery. Experience in fundraising, philanthropy and donor relations and/or in media, public relations and marketing including digital and social media is also desirable.

It is required that all members will have a demonstrable understanding of the main issues facing the Crawford Gallery and the context under which it operates.

4. Term of Appointment

- Appointments to the Board will be for an initial period of 5 years. On the expiration of the said five year term, a Director shall be eligible for re-appointment. Appointment to the Board is subject to the the Memorandum and Articles of Association of the Crawford Art Gallery Cork
- The Memorandum and Articles of Association of the Crawford Art Gallery Cork state:
 - The Minister for Arts, Heritage, Regional, Rural and Gaeltacht Affairs shall appoint the Board of the Directors who shall be the same persons as the members for the time being and shall appoint one of their number to be Chairperson.
 - Each Director shall hold office on such terms as the Minister for Arts, Heritage, Regional, Rural and Gaeltacht Affairs may from time to time decide. Each Director so appointed shall hold office for a period of five years unless he is removed from office or retires in accordance with the provisions of these Articles. On the expiration of the said five year term he shall be eligible for re-appointment.
 - Each Director shall hold office until the happening of any of the following events, that is to say:-
 - receipt by the Minister for Arts, Heritage, Regional, Rural and Gaeltacht Affairs of his/her resignation in writing;
 - his/her becoming bankrupt, or entering into any composition or arrangement, with his creditors;
 - his/her being convicted of an indictable offence unless the Minister for Arts, Heritage, Regional, Rural and Gaeltacht Affairs otherwise determines;
 - his/her becoming prohibited from being a Director by reason of any Order made under Section 184 of the Act;
 - his/her becoming of unsound mind;
 - his/her being requested in writing by the Minister for Arts, Heritage, Regional, Rural and Gaeltacht Affairs to resign;
 - his/her death;
 - he/she is directly or indirectly interested in a contract or proposed contract with the Company and fails to declare the nature of his/her interest at a meeting of the Directors of the Company;
 - he/she is nominated as a member of Seanad Éireann, or
 - he/she is nominated as a candidate for election to either House of the Oireachtas or to the Assembly of the European Communities, or
 - he/she is regarded pursuant to Section 15 (inserted by the European Assembly Elections Act, 1984) of the European Assembly Elections Act, 1977 as having been elected to such Assembly to fill a vacancy.
 - Whenever there is a vacancy on the Board of Directors the Minister for Arts, Heritage, Regional, Rural and Gaeltacht Affairs may appoint a Director to fill such vacancy and shall at the same time give notice to the Company of such appointment.
- The roles and responsibilities of Board Members are described in the Code of Practice for the Governance of State Bodies 2016 which is available [here](#).

Submitting your Expression of Interest

Before submitting your expression of interest, please review the self-assessment questionnaire which can be found [here](#). This questionnaire is designed to help you in considering whether to submit an expression of interest - you are not required to submit the questionnaire as part of the application process.

Having considered the general suitability criteria for membership of a State Board, you should consider carefully how your background and experience fits with the specific appointment criteria set out in the Person Specification section in this booklet. Please give careful consideration to the possibility of any potential conflict of interest that may arise if appointed to this board.

Your submission should be made via the following link www.stateboards.ie together with your **Curriculum Vitae** and a **cover letter** (see Appendix 1 of this booklet for help with the online process).

IMPORTANT NOTE

Please take care when submitting your expression of interest. As the Assessment Panel will generally make its recommendation(s) based on consideration of the documentation which you submit, it is most important that you do the following:

- 1. Ensure your Cover Letter (and supporting CV) clearly specifies how your particular background and experience meets the requirements of the Board position(s) specified in this booklet, and*
- 2. That you fully answer any supplementary questions which are presented to you as part of our online application process.*

This will help ensure that the Assessment Panel is as informed as possible as to the basis for your candidature and why you believe you are a person who could potentially be appointed to this State Board.

If you have any questions regarding the application process please email info@stateboards.ie.

5. Assessment Process

An Assessment Panel (the "Panel") will be convened by PAS to consider and assess the expressions of interest received by PAS. The Panel will:

- review and discuss the expressions of interest received against the specific appointment criteria for the role, as advertised in this Information Booklet;
- assess potential candidates further once they meet the specified appointment criteria by undertaking any or all of the following steps:
 - Consideration of the written applications; and/or
 - Meeting/conference call; and/or
 - Referee checks; and/or
 - Any other selection or verification method deemed appropriate (this may include PAS requiring statutory declarations from shortlisted applicants as to the bona fides of the qualifications and experience contained in their applications).
- arrive at a shortlist of suitable candidates to be sent forward for consideration by the Minister.

6. Confidentiality

Subject to the provisions of the Freedom of Information Acts, 2014, applications will be treated in strict confidence. All enquires, applications and all aspects of the proceedings are treated as strictly confidential and are not disclosed to anyone, outside those directly involved in that aspect of the process.

Certain items of information, not specific to any individual, are extracted from computer records for general statistical purposes.

7. Data Protection Acts 1988 & 2003

For further information on Data Protection please follow the [link](#)

APPENDIX 1

Submitting your expression of interest

In order to submit your application, you should take the following steps:

1. Go to www.stateboards.ie.
2. On the bar at the top of the page click on "Available Appointments".
3. This brings you to a page with all our advertised vacancies. Select whichever position you would like to apply for (you are welcome to apply for more than one position if you wish).
4. On the relevant page please click on the "apply for position" button at the bottom of the page
5. This will bring you to a page on www.publicjobs.ie and, if you already have a publicjobs.ie account, will prompt you for your username and password. If you do not have an account you will be asked to create one.
6. Once you input your details you will be brought to a page where there is a prompt in the middle of the page which says "apply here". Click on the link to the online application form beside it.
7. A form will appear on your screen, some of the text boxes will be populated with information from your publicjobs.ie profile (Name, address etc.). You will need to complete the rest of the fields and enter your name and the date at the bottom of the form. Click on "continue".
8. You will then be brought to a screen where you should upload your CV and Cover Letter. These are required documents and your application cannot be processed without them. Once you have selected these and uploaded them, please click on the "submit" button at the bottom of the page.
9. You will receive an e-mail confirmation (to the address listed in your publicjobs.ie profile) to confirm that your application has been submitted.

You must confirm that you do not have any conflicts of interest or legal impediment which would be likely to interfere with your ability to play a full part on the Board. You must also confirm that you can make yourself available to attend meetings and to carry out the duties of a Board member.